

1 June 1977-DRAFT

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MEMORANDUM FOR: Director of Central Intelligence  
FROM : [REDACTED]  
Chairman, Administration Management  
Advisory Group (ADMAG)  
SUBJECT : ADMAG Discussion Points for the DCI

1. Action Requested: None - FYI only - background notes for your meeting with ADMAG.

2. Background: During our meeting with you on 27 May you requested that we further address the issue of personnel flow through and suggest improvements or solutions to concerns identified.

- (1) We believe that the existing personnel system e.g., DDA Personnel Management Handbook dated April 1975 is an efficient and effective vehicle to handle the full range of personnel matters.
- (2) However, we also believe that the achievement of a personnel management system prescribed in existing regulatory issuances,

handbooks, and studies, e.g., Personnel Approaches Study Group, dated 1973 may be often frustrated through a lack of total implementation.

(3) Recommendation.

(A) Employees with the least potential in all grade levels should be identified and appropriate career or adverse action should be taken. This policy is presently in existence, but has not yet been uniformly enforced. It is our suggestion that the DCI take appropriate action to ensure the enforcement of this policy. It is also suggested that in the event of adverse action the case should be referred to a central panel for review and recommendation. We feel through this mechanism, positions will be made available for new employees and for the advancement of the employees already on board, provided the Agency personnel ceiling remains relatively consistent.

(B) We endorse the use of the three year probationary period for new employees and that careful consideration be given upon conversion from provisional to career status.